

Summary Contingency Process Requirements

Threshold	Small Business	Sole Source	Contractor Review	Sole Source Negotiation	Competitive Source Just.	Pricing	Solicitations	Contracts	Comm. Contracts	Labor Standards	Notice
Micro Purchase (\$3,000 ² (FAR 2.101) \$15,000 ² Contingency (FAR 2.101) \$30,000 ² Contingency Outside US (FAR 2.101)	No requirement						Request for Quote Document (RFQ)	Simplified Acquisition/ Purchase order	Simplified Acquisition	Days Bicon (\$2,000 (FAR 2.101)	\$15,000 (FAR 5.101)
\$3,000 to \$150,000 (FAR 13.003)	SS Contract, Solic. IKT, OCONUS Exempted	SSA for required			Abstract (Competition) if competitive	May request if needed	Use "C" in solicitation #	Non-commercial (FAR 101.11)	commercial (FAR 101.11)	\$2,500 Contract Act & S918 (FAR 22.10)	\$4M Public amount of award (5.303)
			JO18 Contractor selection & pre-award	Price Negotiation Memorandum (PNA) if sole source	Price Comparison Memorandum (PCM) if competitive	DD Form 350	Request for Proposal (RFP)	Formal contract	Formal Contract (C* formal)	\$15,000 Written/Orally Contracts (FAR 22.603)	
	Open competition	USA required				Certified cost data required (FAR 42.709)	Use "R" in solicitation #	Non-commercial (C* formal)	Formal Contract (C* formal)	\$150,000 Miller Act (FAR 28.102)	

(D&F req. to waive proposals due to urgency)

Termination for Convenience: Contracts under \$5,000 will normally be allowed to run to completion. (FAR 49.101)
Fest Pay: Limit \$30,000 (FAR 13.402)
Claims: Must be certified over \$100K (FAR 33.207)

Sub Contract Plans: Required \$850,000 (Construction=\$1.5M)/(FAR 19.702)
Note: A formal contract cannot accept proposals

Rent/lease > 60 days = Lease vs. Buy Decision:
Competition Required > Micro-purchase

Figure 4. Summary of Contingency Process Requirements